



Caledonia Junior High School
38 Caledonia Road, Dartmouth, NS B2X 1K8
Telephone: 435-8413 Fax: 435-8425
Principal: Mrs. L. Vaughan
Vice Principal: Mrs. M. Kavanaugh
<http://caj.hrsb.ca/>

April 2018

Dear Parents and Students,

We will again be using an ON-LINE format to reserve times **Parent-Teacher** meetings in April.

Thursday, April 19, 2018 **1:00-3:00 PM (5 minute time-slots)**

Thursday, April 19, 2018 **6:00-8:00 PM (5 minute time-slots)**

The link to the OPTIS site is: <https://secure.parentinterviews.com/caledonia>

If you do not already have an account, you can register as a new parent by following the prompts on the opening screen. Once registered, you can log in and select available meeting times for your child's teachers. The login can be used throughout a student's time at CJHS so the registration process occurs only for new students each year allowing you to continue using the same username and password for parent-teacher scheduling system each session.

THE OPTIS SYSTEM WILL BE OPEN TO SETTING APPOINTMENTS STARTING Monday, April 9th at 3:00 PM.

REGISTRATION MUST BE DONE ON-LINE PRIOR TO Wednesday, April 18th by 3 PM (this allows us time to print off the schedules for teachers.)

Administration will welcome any parent who would like some support with this system to stop by any day after 2:45 PM or please call to set another time to come in for support in booking your meeting times. Support and access to computers will be made available at the school. Our secretary is available for support over the phone as well. If you have forgotten your password, a reset option will be sent to the email you used as a username through use of the OPTIS system. There is also a Help option on the login page with lots of common questions and answers.

Thank you for your continued support of Caledonia Junior High School.

Sincerely,

Lisa Vaughan
Principal